

PURPOSE

To ensure Michigan Department of Health and Human Services (MDHHS) drivers comply with the Department of Technology, Management and Budget (DTMB) basic requirements for state-provided motor vehicle assignments including care and maintenance of vehicles.

DEFINITIONS

Permanent Assigned Vehicle

A vehicle assigned to an employee or group of employees on a permanent basis.

Seasonal Vehicle

A vehicle assigned to an employee or group of employees for an extended, but limited, period (less than 1 year).

POLICY

DTMB-VTS

[DTMB-VTS](#) is responsible for the statewide administration of all travel and vehicle services. The [Vehicle and Travel Services \(VTS\) Driver Quick Reference Guide](#) provides general information for departments and drivers regarding the proper use of state vehicles.

MDHHS Vehicle Contact

The Bureau of Organizational Services (BOS) provides fleet (vehicle) management for MDHHS.

Home to Office Use

Public Act 431, the Management and Budget Act, guides home to office use.

The Administrative Guide to State Government Procedure [0410.03](#) set for the specific conditions cited in the law for such use:

- Adequate and/or safe after-working hours parking does not exist in the office vicinity.
- Technical equipment on or in a motor vehicle requires security.

- The motor vehicle is required by law enforcement personnel with full arrest powers.

The procedure also requires agencies to place the value of all mileage driven between home and place of work on the employee's W-2 form in accordance with IRS regulations; in most cases, this is a taxable benefit.

PROCEDURE

Motor Vehicle Assignments

Complete a DTMB-0064, Vehicle Request and Justification, to request either a permanent or seasonal state motor vehicle assignment; see [0410.02, Motor Vehicle Assignments](#).

Travel Logs

Every driver must complete a [DTMB-VTS-10, Office Daily Travel Log](#), for each trip taken. Keep logs in each office according to the State of Michigan Records Retention and Disposal Schedule/General Schedule Six, [GS6.17-Offical Daily Travel Log](#).

Note: Keep receipts for fuel and service for 7 years as well.

Dates and odometer readings on the mileage logs must correspond with dates and mileage readings given during fueling and maintenance as well as with dates and locations on the employee's travel reimbursement request. Items not matching will raise audit flags and can be construed as fraud.

Local office coordinators must use [Citrix/M4](#) to enter mileage for each vehicle assigned to the office at the end of each month.

REFERENCES

Public Act 431.

[State of Michigan Administrative Guide to State Government Policy 400 Vehicle and Travel](#).

CONTACT

For more information contact MDHHS-Fleet-Management@michigan.gov